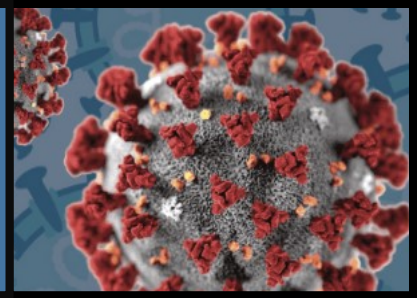


Workforce Request Guidelines



When your facility's vendor list is exhausted then begin the following steps for an emergency medical staffing request:

1. Ask AzCHER for a rapid deployable COVID-19 Vendor list. **Email:** SMurphy@azhha.org or Call 928-542-3182 if you require additional assistance with this step.
 - A. This process can take approximately 3 - 7 days or more depending on the request.
 - B. **NOTE:** Immediate resource requests typically ask for assistance for 4-8 or 8-12 weeks.
2. Go to the following link to submit your workforce request needs to Maricopa County Department of Public Health (MCDPH):
<https://forms.gle/yQz1jsgGYfcA2tKKA>

DON'T FORGET!

Coordination plans can be set in advance of a request in anticipation of a trigger event or indicator.

Next Steps...

3. An ESAR-VHP request will be created on your behalf by MCDPH.
4. A conference call between MCDPH and your organization will take place to get a clearer picture of facility needs.



Please follow the listed steps to request workforce support if you are in need of outreach assistance with the hiring process.

Mission Request Profile Considerations:

- Mission Location (name and address of facility)
- Paid or Volunteer? (if paid, consider length of mission)
- Number and type of Medical Staff
- Job Descriptions
- Hospital Mission POC
- HR POC
- Facility Lodging Capacity (if no lodging available please indicate so)
- Short Term or Long Term?
- Is an interim strike team needed to fill gaps?

For More Information:

Please reach out to us at 602-359-1495 or at COVIDStaffing@maricopa.gov